



Inside ^{'05}SAIS

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As we head into the new calendar year of 2005, the SAIS Open Forums continue to gain in popularity. These events provide the opportunity for the ADE MIS – Student Details team to interact with LEAs and stakeholders of SAIS.

At our most recent Forum in Phoenix on January 7, 2005, Superintendent of Public Instruction Tom Horne expressed his appreciation of our SAIS users and facilitators. The feedback and field work of our users has proved vital in the SAIS software's evolution and successes. With your help, the continued success and improvement of SAIS is ensured.

The SAIS Student Details staff whole heartedly agrees with Superintendent Horne and wishes to thank our SAIS users for their hard work and dedication to SAIS!

It is our goal to disseminate SAIS Student Details data collection needs, due dates, and pertinent information in a timely manner to our users. We are continuing work towards improvement in this area.

However, we do need the user's help in distributing this information, such as ***Inside SAIS*** newsletters, ADE memos, ADE Business Unit Bulletin Board items, etc., to as many LEA personnel as possible.

Now is a great time for all LEAs to review their information sharing processes. Your help in getting out any information related to data collection will greatly reduce instances of late or inaccurate reporting and potential funding anomalies.

Superintendent Tom Horne recently gave his 2005 State of Education speech. Included in

Superintendent Horne's five major initiatives for 2005 is the announcement of a new system called the *Integrated Database for Enhancing Arizona Learning (IDEAL)*.

You can read the entire 2005 State of Education speech, including information about *IDEAL*, at <http://www.ade.az.gov/administration/superintendent/2005StateofEducation.pdf>

The MIS SAIS – Student Details team has been hard at work conducting impact and feasibility analysis on requested changes for FY 2006. The changes to SAIS that have been identified to be feasible and that have been approved for FY 2006 have been posted on the ADE SAIS web page. The list, which has been updated as of January 14, 2005, can be accessed in either PDF or Word formats at <http://www.ade.az.gov/sais/>. Please check this document periodically for any further updates.

The next step in the fiscal year change process includes facilitating the establishment of the detailed business requirements with specific ADE business unit stakeholders. Deliverables associated with this process are expected at the end of February 2005.

As specific requirements become identified, they will be made available via our document library (<http://www.ade.az.gov/sais/saisdbdocs.asp>) in addition to being disseminated in future SAIS – Student Detail Open Forums and in future editions of *Inside SAIS*.

Please feel free to send any feedback to either InsideSAIS@ade.az.gov or to SaisVendorSupport@ade.az.gov.

In section 10a of the Withdrawal Form, the last option for a parent/guardian to select on the form is a box labeled “Other”. The instructions



SDDI Column Removals - Reminder

At the end of January 2005, ADE MIS will be removing two columns that currently appear on status pages of the Student Detail Data Interchange. This decision has been made to further enhance the security and privacy of data reported through the Student Detail Data Interchange.

The two columns are as follows:

On the Status Page, the **File Name** column will be removed. This column currently shows you a link to the file that your LEA has uploaded, and when clicking on this link, you can view the entire file that was uploaded.

Import Activities

Sequence #	Submission Date	Activity Status	File Name	Results	File-level Errors	Reference #	
5	12/3/2004 11:03:19 AM	File is being processed	<u>20041202_transactions.sdf</u>	<u>Transactions</u>		2111358	

Then, when clicking on the transactions link, the **Info** column will be removed. If a transaction is successfully processed, this column currently shows you a link which will display information as to what affect within the Student Detail tables this transaction had.

Record #	Vendor Record	Status	Student Name	Student ID	Transaction ID	Date	Failures	Warnings	Info
1	12345	Record processed successfully	Mickey Mouse	123456	01	12/3/2004 2:41:44 PM			<u>Info</u>

Please note that the ADE Support Center and RTCs will still have access to these columns.

don't indicate the cases where "Other" should be used. Furthermore, we have no withdrawal activity code in SAIS to correspond to the "Other" primary withdrawal type. Would you be able to provide us with some direction on how this "Other" primary withdrawal type should be used?

"Other" was provided in an effort to collect the most accurate information possible. The "Other" code (box 10a) is in the part of the form that's filled out by the parent/guardian/student, who might not know how to code the student's reason for leaving into one of the specific categories in that list. The code that gets keyed into the student's electronic record is from the box in the bottom part of that form (box 17), which is filled out by the school employee. The school is responsible to translate whatever's written in box 10a into a bona fide W code in box 17.

Practically speaking, there are some situations just not covered in the list of specific codes. For instance, a student decides to leave school to serve in the armed forces. The only code that fits is "dropout". Are you really going to force this frantic parent to characterize their brave, patriotic child as a dropout? It's more thoughtful to leave that step to the school.

The withdrawal form is posted at <http://www.ade.az.gov/schoolfinance/Forms/WithdrawalForm1.doc>.

Assessments for ELL Students

This is a reminder that a language participation program can only be valid with an assessment administered at any public or charter school within the State either during the current or the previous fiscal year. Please note that the most recent assessment must demonstrate that the student is in need of language program assistance.

A report is being developed that will help LEAs with ELL Assessment reconciliation. More information on this report will follow in future SAIS Open Forums and editions of **Inside SAIS**.

National School Lunch Program Memo CN#26-05 Published

The Health & Nutrition Services division of the Arizona Department of Education, in a joint effort with Academic Achievement (Title I and NCLB) and MIS, has published a memorandum intended to clarify Free Lunch and Reduced Price lunch reporting in SAIS.

The following has been excerpted from this memorandum:

Reporting Deadline of April 1st:

All LEAs must indicate a need status for all students in SAIS by April 1st. This deadline is required for the current 2004-2005 school year and beyond. The No Child Left Behind Act (NCLB) requires the reporting of this information by individual student as a component of determining Adequate Yearly Progress (AYP). LEA's that operate the National School Lunch Program must submit free and reduced eligibility information into SAIS. LEA's that do not participate in the National School Lunch Program may utilize ADE's Eligibility Survey Tool to acquire eligibility information. This survey tool can be downloaded at <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>

Security Requirements of Free and Reduced Information:

It is critical that procedures are in place at the LEA level to ensure this data is secure at the local level, and also in SAIS. Title I is a Federal education program, therefore, determining officials may disclose a child's eligibility status to persons



directly connected with, and who have a “need to know,” a child’s free and reduced price meal eligibility status in order to administer the new Title I requirements. School officials must limit the disclosure of a child’s eligibility to only those who have a direct “need to know” for proper administration of NCLB.

Those LEA employees that have been determined to have a direct “need to know” must sign a formal confidentiality agreement prior to receiving any free and reduced information. The school food director is required to obtain a complete and accurate confidentiality agreement, for each individual that is deemed to have a direct “need to know”, prior to release of the NSLP free and reduced information.

Access to SAIS Student Detail:

A LEAs “Entity Administrator” has the authority to grant access to ADE electronic applications through Common Logon. For most LEAs the entity administrator is the district superintendent, or an equal school administrator authority. It is the entity administrator that is charged with the responsibility of ensuring that access is properly granted. All entity administrators should use careful scrutiny when granting access to school staff for the purpose of SAIS reporting and viewing Student Detail information.

ADE will be disabling two columns within student detail to restrict viewing of free and reduced information in SAIS. It is still important that all entity administrators are prudent with authorizing access to SAIS and Student Detail. All LEAs should require all school employees with access to SAIS to sign an official confidentiality agreement regarding free and reduced information. A template agreement can be downloaded from <http://www.ade.az.gov/health-safety/cnp/nslp/sais/>

For School Year 2005-2006 the following change will be implemented: One code for Free and Reduced

All students with an eligibility status of free or reduced will fall under the same needs code in SAIS for school year 2005-2006 and beyond. Therefore LEAs will not need to differentiate between free and reduced for the purpose of SAIS reporting. Students with a free eligibility status will receive the same code as students with a reduced eligibility status.

We hope this memo has clarified the reporting requirements related to free and reduced eligibility information as part of NCLB. For further clarification, we have created a webpage on the ADE website of related resources and information on SAIS reporting of free and reduced information. It is recommended that all school nutrition directors review the following documents to assist them with this new annual reporting requirement of free and reduced information:

- SAIS Business Rules:
<http://www.ade.az.gov/sais/businessrules/SAISBusinessRules.doc>
- Frequently Asked Questions on SAIS Reporting of Free and Reduced:
<http://www.ade.az.gov/health-safety/cnp/nslp/sais/>
- Key Terms and Definitions for SAIS Reporting of Free and Reduced:
<http://www.ade.az.gov/health-safety/cnp/nslp/sais/>



Stats Corner – New Feature!

Stats Corner is a new feature that will be presented in *Inside SAIS* to provide an inside look into various statistical data relating to SAIS.

This month’s statistics include the current 12/1/03 SPED Counts by Disability:

December 1, 2003

Need	Description	Count
A	Autism	2,296
DB	Deaf-Blind	82
ED	Emotional Disturbance	6,356
EDP	Emotional Disturbance - Private	1,234
HI	Hearing Impairment	1,782
MD	Multiple Disabled	2,132
MDSSI	Multiple Disabled Severe Sensory Impairment	18
MIMR	Mild Mental Retardation	5,648
MOMR	Moderate Mental Retardation	2,011
OHI	Other Health Impaired	3,566
OI	Orthopedic Impairment	697
PMD	Preschool Moderate Delay	2,818
PSD	Preschool Severe Delay	1,634
PSL	Preschool Speech/Language Delay	3,733
SLD	Specific Learning Disabled	56,890
SLI	Speech/Language Impairment	20,219
SMR	Severe Mental Retardation	760
TBI	Traumatic Brain Injury	374
VI	Visual Impairment	636
	Total	112,886



12/01/04 Federal SPED Child Count Verification

This is the second year that Exceptional Student Services is making an automated process using a web-based application available to PEAs to verify their December 1, 2004 special education counts. This web-based application is accessible through ADE’s Common Logon System. The Common Logon page can be accessed by either going to the ADE website at www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application, you will be able to access your SPED07 report and verification letter. A hard copy of the verification letter, with signature, must be submitted to ADE/ESS by all PEAs. Failure to do so may result in an interruption of your federal funds.

The instructions on how to complete this verification process, required of all PEAs, will be available on the home page of the application. The Regional Training Centers (RTCs) can

Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>



provide technical assistance on this application. The application is always available, however, the SPED07 reports for 12/01/04 will not be available until Tuesday, February 1st. You may verify your counts beginning February 1, 2005. Verification letters are due in our office by Friday, March 18, 2005.

The web-based application and verification process has not changed except for the verification letter. We will no longer provide the initial counts from the initial extract. The letter will only provide the counts that are entered and verified by PEAs.

If you have any questions or concerns regarding this new online application, please contact Peggy Staples at (602) 364-4024 or pstaple@ade.az.gov or you may contact Rainey Hulet at (602) 364-0504 or rhulet@ade.az.gov.



Most Common Integrity Errors for FY 2005 (as of 1/13/2005)

- 1) -44104; Absence amount exceeds FTE amount.
- 2) -44103; Student may have only a partial absence on first or last day of membership.
- 3) -44347; There must be a corresponding Grade membership for each day of an ELL service.
- 4) -44001; Student should be withdrawn for excessive unexcused absence.
- 5) -43209; Summer Withdrawal and Enrollment are not allowed in the same Fiscal Year in the same school.



SAIS – Student Details Open Forum Schedule Change

The schedule for the February and March 2005 SAIS Open Forum meetings has been modified.

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Flagstaff, AZ on Wednesday, February 9, 2005.

*It is our goal to give a presentation similar to the most recent Phoenix Forum (Jan. 2005) at the upcoming Flagstaff event in February 2005. Any additional items that are covered will be included in the upcoming **Inside SAIS** edition.*

Seating is limited at this event.

Please e-mail SaisVendorSupport@ade.az.gov to RSVP by

Monday, February 7, 2005. Please provide the name, job title, and company or school/district the attendee represents. Thank You! Meeting Location:

Flagstaff Unified School District Board Room
3285 E. Sparrow Avenue
Flagstaff, AZ 86004

Time: 10:00am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details. Future meeting dates (tentative):

March 11, 2005 – Tucson

April 8, 2005 - Phoenix (9:30am – Noon)

Unless noted, all meetings are currently planned to be held from 10:00am until Noon. Please check further updates as meeting time and length is subject to change.



SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to

InsideSAIS@ade.az.gov

Congratulations to the following who recently received SAIS Appreciation Awards!

Rachel Hensler – Isaac Middle School

Chris Clark – JB Sutton Elementary School

Laura Rueda – Alta E Butler School

Edith Mojica – PT Coe Elementary School

Stell Angulo – Joseph Zito Elementary School

Rebecca Nunez – Mitchell Elementary School

Monique Garay – Esperanza Elementary School

Lisa Stevens – Pueblo Del Sol Middle School

Julie Hurtado – Morris K Udall School

Yolanda Huizar – Moya Elementary School

Vihani Solis – Lela Alston Elementary School

Gloria Limones – CT Smith Middle School



Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for **Inside SAIS** and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of **Inside SAIS** are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>